



National  
Aeronautics and  
Space  
Administration

# Confirmation of Request for Reasonable Accommodation

## 1. REQUESTER INFORMATION

APPLICANT'S OR EMPLOYEE'S NAME	APPLICANT'S OR EMPLOYEE'S TELEPHONE NUMBER
APPLICANT'S OR EMPLOYEE'S HOME ADDRESS	APPLICANT'S OR EMPLOYEE'S OFFICE
TODAY'S DATE	DATE OF REQUEST

2. REASONABLE ACCOMMODATION REQUESTED *(Be as specific as possible, e.g., adaptive equipment, reader, interpreter)*

3. REASON FOR REQUEST

IF REASONABLE ACCOMMODATION IS TIME-SENSITIVE, PLEASE EXPLAIN:

**RETURN FORM TO DISABILITY PROGRAM MANAGER**

*(Disability Program Manager shall assign number)*

4. SIGNATURE OF REQUESTER	5. LOG NUMBER
6. NAME OF RECEIVING OFFICIAL <i>(If other than DPM)</i>	7. SIGNATURE OF RECEIVING OFFICIAL <i>(If other than DPM)</i>

## PRIVACY ACT STATEMENT

Pursuant to the Privacy Act of 1974, 5 U.S.C. §552a, the following statement is furnished to individuals supplying information for individuals requesting a reasonable accommodation with NASA.

**AUTHORITY:** Sections 501, 504, and 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791, 794, 794d.

**PURPOSES AND ROUTINE USES:** The principal purpose for collecting this information is for NASA to be able to make a determination whether individuals are entitled a reasonable accommodation. This information is being collected and maintained by NASA. Information collected in connection with a request for reasonable accommodation is confidential and may be shared with Agency officials or Agency contractors only when those other individuals need to know the information to make determinations on a reasonable accommodation request, or to assist the Decision Maker in making such a determination. The information collected may also be used for standard routine uses 1-6 inclusive as set forth in Appendix B of NASA's Annual Notice and Amendments to Systems of Records.

**EFFECT OF NONDISCLOSURE:** **Supplying the information is voluntary on your part.**

However, individuals not supplying the requested information will not be able to have the request for a reasonable accommodation processed.